# Instructions for Enabling Macros

The purpose of this guide is to explain to PIH Information Center (PIC) users how to enable macros in the Microsoft Excel template used in the building/unit upload process of the Development sub-module. Users should find these step-by-step instructions easy to follow. We have created a program within Excel called a macro that will check for common formatting errors in the Excel spreadsheet. Users are requested to run the macro any time before they upload the excel file to PIC. This macro is harmless and will not affect the running of your computer. Once you run the macro it will:

- format any columns that have been inadvertently unformatted during the data entry process, and

- it will check to ensure that the Excel worksheet names are correct.

By enabling macros within the Excel template and running the macro, many of the upload errors previously experienced should be eliminated.

1. Download the Excel template from the PIC Development sub-module's **Building/Unit Data Transfer** page. Choose to "Save it to disk" rather than opening the file immediately.

2. When you open the spreadsheet you *may* be presented with a dialog box warning you about the danger of harmful macros. If you are presented with a warning message, click on the **Enable Macros** button. If you do not receive the message, this means that your computer has been configured to enable all macros, and you may skip this step.
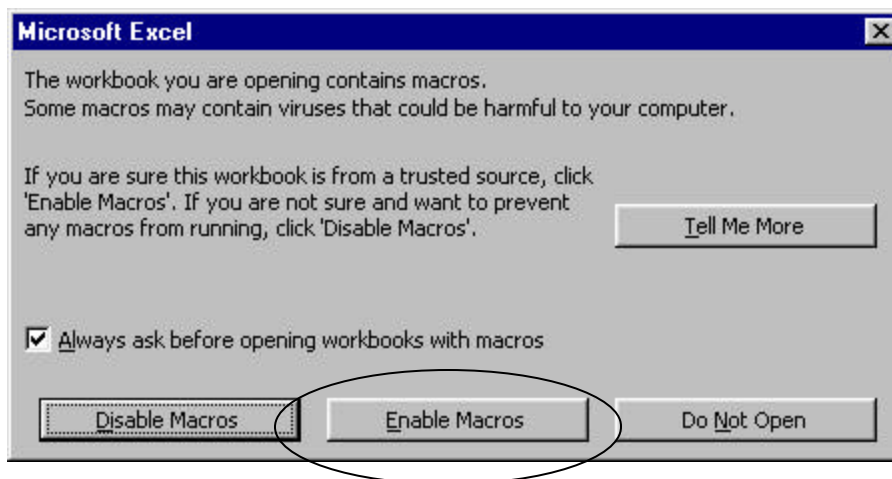
3. Enter your data into the spreadsheet.

4. To run the macro, while your spreadsheet is open, go to the Excel toolbar and select **Tools**. Then select the **Format columns for upload** menu choice.
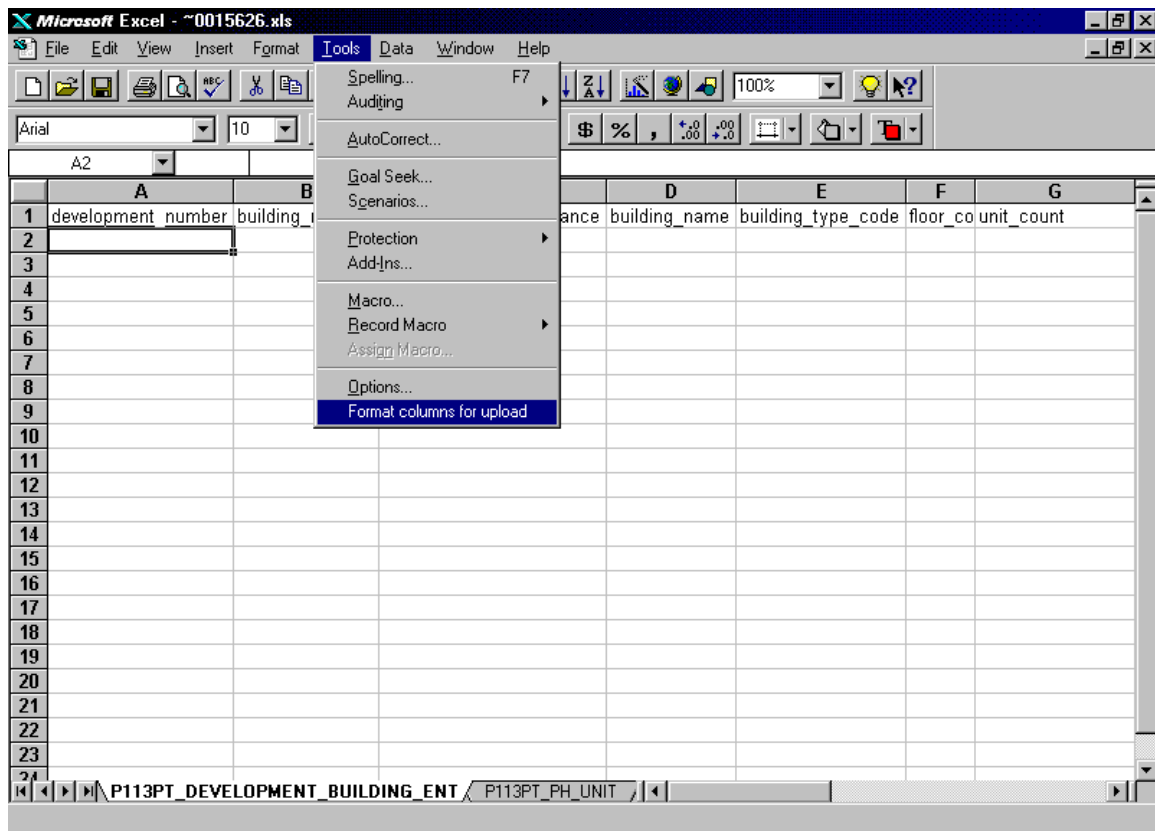
The macro will automatically run and format your data for submission.

5. Submit your data as usual.